



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY GARRISON, FORT SAM HOUSTON  
1206 STANLEY ROAD STE A  
FORT SAM HOUSTON, TEXAS 78234-5001

S: 21 April 2006

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IMSW-SMH-ZA

MEMORANDUM FOR US Army Garrison Management Control Officers, Directors, and Subordinate Commanders

SUBJECT: Installation Management Agency (IMA), Southwest Region Office (SWRO) Guidance (Policy) Memorandum #33 - Contractors in the Government Workplace

1. Reference Memorandum, IMSW-ZA, 29 Mar 06, subject same as above (enclosed).
2. I direct your attention to the Region Director's guidance clarifying legal and policy requirements concerning performance-based contracting.
3. By **COB 21 April 2006**, complete and return the enclosed confirmation sheet which signifies you have ensured all personnel in your charge are in compliance with the SWRO guidance enclosed. While all points of the SWRO guidance are important, of particular emphasis are the following rules of engagement that I would like you to ensure are being regarded and adhered:

*"Work performed by contractor employees will only involve tasks in their Performance Work Statements (PWS);*

*Contractor employees will be properly identified as such while in the work place, in their email addresses, when answering government telephones, and in other situations where their actions could be construed as official government acts;*

*Government employees will not be supervised or tasked by a contractor employee; and*

*Although Army program managers and personnel may request contractor employees to provide PWS services, products, and advice, and recommendations, contractor employees do not work for Army officials and cannot be supervised by Army officials. This does not imply that government personnel should not give contractor employees information to properly accomplish a PWS task."*

4. Please return your confirmation sheet to Carol Bann by the above suspense date. I ask that you also include on your confirmation sheet the number of contractor employees, military members, and DA civilian employees in your organization. If you have any questions, you may reach Ms. Bann at 221-2732.

Enclosure  
as

  
WENDY L. MARTINSON  
Colonel, MS  
Commanding

S: 21 April 2006  
(Return to Carol Bann)

**COMPLIANCE WITH  
INSTALLATION MANAGEMENT AGENCY, SOUTHWEST REGION OFFICE  
GUIDANCE (POLICY) MEMORANDUM #33 -  
CONTRACTORS IN THE GOVERNMENT WORKPLACE**

All personnel in my organization (military members, Department of the Army civilians, and Army Contractor employees) have been briefed on the Installation Management Agency, Southwest Region Office Guidance (Policy) Memorandum #33 - Contractors in the Government Workplace, dated 29 Mar 06, (to include its enclosed Information Paper) and are in compliance with its statutory and regulatory requirements of Army performance-based service contracting.

My organization currently has:

\_\_\_\_\_ contractor employees  
(number)

\_\_\_\_\_ military members  
(number)

\_\_\_\_\_ DA civilian employees  
(number)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name

\_\_\_\_\_  
(Garrison Organization)

Enclosure